

ECF CHECKLIST FOR ATTORNEYS

PREPARING THE DOCUMENT - Please make sure:

- The document is named in accordance with the Court's approved dictionary/event list.
- The signature line contains /s/ [Attorney's Typed Name].
- A filing by a pro hac vice attorney also has the name of local counsel with /s/ [Attorney's Typed Name] for both attorneys.
- A motion, points and authorities, statement of material facts, and certificate of service, if one is filed, is one PDF File.
- Personal identifiers (i.e. Social Security Numbers, etc.) are not included in the document.
- All exhibits, whether combined or submitted separately, must be scanned and filed electronically.
- The correct case number, judge's initials, and caption are on the document.
- A Notice of Filing accompanies exhibits that do not permit electronic filing (i.e., DVD, map, etc.), or documents which are illegible and filed in paper format, pursuant to LCvR 5.4(e)(1).
- Notices of Appeal can be filed in paper (cash, check or credit card) or electronically (credit card only). If submitted in paper, please also include a PDF version on a disk or CD.
- A sealed document being filed in an otherwise public/non-sealed case should be filed electronically in ECF and clearly marked as FILED UNDER SEAL (or similar) on the face of the document(s). All sealed documents being filed in completely sealed cases shall be submitted to the Clerk's Office in paper and accompanied by a PDF version on disk.
- A sealed document is not emailed to the Clerk's Office, nor deposited in the overnight drop box. Any sealed document filed in paper must be submitted to the Intake Section of the Clerk's Office during normal business hours.
- Any redacted version of a document is clearly and correctly labeled as REDACTED.

CREATING THE PDF DOCUMENT - Please make sure:

- If the document has been created using a word processing application, it must be converted to PDF format instead of printed and scanned to PDF. Scanning is limited to exhibits only.
- The PDF file is not more than 35MB in size. Documents larger than 35MB must be broken down into smaller PDF files.
- The PDF is scanned at 300 dpi (dots per inch) and in black and white only.
- Large exhibits are broken down into sections (i.e., Exhibit 1-Part A, Exhibit 1-Part B, etc.).
- The PDF file is formatted properly and is legible with no missing pages. All pages are in order and right- side up.
- The proposed order is a separate PDF file and is filed as an attachment to the main document.
- The main pleading is a separate document from any attachments, with each exhibit as an additional PDF.

ELECTRONICALLY FILING THE DOCUMENT - Please make sure:

- The name of the attorney logged into ECF must match the attorney's name on the signature line.
- The correct case number and caption is entered and verified at the top of the screen.
- To choose the most accurate/appropriate event from the menus provided. Please, no guessing on the event.
- If asked to create an association between the attorney and party, do so whenever appropriate.
NOTE: Designation as "Lead" counsel is optional.
- If filing a multi-part motion, select ALL appropriate reliefs by clicking on each one on the motions menu (i.e. dismiss, summary judgment, etc.).
- The event "Response to any document" is only used when the document you are trying to respond to is missing from the docket, or is not a motion.
- If filing a combination document (i.e. motion and opposition, or opposition and reply), be sure to make one separate entry for each part of your pleading.
- If filing a notice of appearance, file a separate notice for each attorney, using each attorney's ECF login and password.
- When filing a motion for leave to file a document, the subject document is to be filed as an electronic attachment to the motion, not as a separate docket entry.
- Exhibits, affidavits, and proposed orders are filed as attachments to the main document, and properly described in the description box.
- If given the opportunity to create a link to an existing document, do so, if appropriate. Rule of thumb: the docket text should accurately reflect the title of the pleading being filed.
- If the optional text box in the body of the entry is used, make sure the information added is descriptive, brief, and not redundant of the automatic text already generated by the ECF system.
- When presented with the question "Do you want to spread text?" while docketing to a consolidated case, choose "Yes" if counsel has been instructed by the Judge in the case to spread the text to all member cases. Otherwise, choose "No."
- If filing a notice of change of address, be sure to also go to the **UTILITIES** menu (blue menu bar at the top of the screen) to make the necessary updates on the **Maintain Your Address** screen.
- When docketing a proposed order as an attachment, select "Text of Proposed Order" from the Category drop-down menu.

ADDITIONAL CHECKLIST ITEMS FOR CRIMINAL CASES - Please make sure:

- The event “Response to any document” is used when responding to a Sentencing Memorandum.
- Notices of Appeal and Docketing Statements can be filed in paper (cash, check or credit card) or electronically (credit card only). If submitted in paper, please include a PDF version on a disk or CD.
- A sealed document being filed in an otherwise public/non-sealed case should be filed electronically in ECF and clearly marked as FILED UNDER SEAL (or similar) on the face of the document(s). All other sealed documents shall be submitted to the Clerk’s Office in paper and accompanied by a PDF version on disk.
- Sealed documents that are submitted in paper are signed, have a certificate of service, and are accompanied by a disk or CD.
- Ex parte documents are signed, submitted in paper, and accompanied by a disk or CD.
- The criminal Attorney Appearance form indicates whether the attorney is CJA, retained, or *pro hac vice*.
- In a multi-defendant case, the defendant’s case number on the pleading includes the defendant number for whom the document pertains.
- In a multi-defendant case, select only the docket of the defendant(s) to which the document pertains.

Revised: March 2016